

	<p align="center">COUNTY OF SAN BERNARDINO POLICY MANUAL</p>	<p>No. 11-20 ISSUE 1</p> <p align="right">PAGE 1 OF 2</p> <p>By EFFECTIVE</p>
<p>SUBJECT SELECTION AND EMPLOYMENT OF PRIVATE CONSULTANTS/FIRMS</p>		<p>APPROVED</p> <p align="right">CHAIRMAN, BOARD OF SUPERVISORS</p>
<p><u>POLICY STATEMENT</u></p> <p>It is the policy of the Board of Supervisors to utilize the services of private consultants/firms when necessary and feasible and in the best interests of the County.</p> <p><u>POLICY AMPLIFICATION</u></p> <p>A. General Guidelines</p> <p>Private consultants/firms will be utilized to provide consulting services when:</p> <ol style="list-style-type: none"> 1. There is a need for special expertise or experience beyond the capability of the current County staff; or 2. There is a need for review of work performed by the County staff to ensure that such work represents the best possible solution; or 3. The County staff is unable to perform the needed work within the time required and the public interest requires such work to be done. <p>B. Selection Process</p> <ol style="list-style-type: none"> 1. Selection of private consultants/firms shall be based upon demonstrated competence, and on the professional qualifications and capabilities necessary for the performance of services required at a fair and reasonable price to the County, rather than upon competitive bidding procedures. 2. Personnel involved in the selection process shall not engage in practices which might result in unlawful activity including, but not limited to, rebates, kick-backs or other unlawful consideration. County employees are prohibited from participating in the selection process when the employees have a relationship with a person or business entity seeking a contract which would subject those employees to the prohibitions of Government Code Sections 87100 and 1090 et seq. 3. All consultants/firms must conform to County Equal Opportunity programs, and, if applicable, Emerging Small Business Enterprises (County Policy 11-15). <p>C. Requests for Proposals and Contract Procedures</p> <ol style="list-style-type: none"> 1. All consultant contracts up to and including \$25,000 may be awarded by purchase order by the Purchasing Agent subject to the ordinance and policies governing and the guidelines developed by the Purchasing Agent. 		

2. All consultant contracts which are in excess of \$25,000 but less than or equal to \$75,000, must be approved by the Board of Supervisors. Departments seeking approval for a contract in this category must:
 - a. prepare and provide potential consultants with a written scope of the work to be performed;
 - b. contact as many local and other firms as possible in order to receive at least three valid written proposals; and
 - c. describe the search process used to solicit the written proposals in the Report/Recommendation of the Board of Supervisors and Record of Action prepared when the contract is submitted for approval.
3. Departments seeking consultant contracts which are in excess of \$75,000 must submit a Request for Proposals ("RFP") for approval by the Board of Supervisors prior to release. All RFPs must be reviewed by County Counsel prior to submission to the Board of Supervisors. All contracts in this category must be approved by the Board of Supervisors.
4. Contracts for services governed by California Government Code section 4525, et seq. are subject to a formal selection, negotiations and approval process as described in 11-20 SP.

D. Contract Terms

In no event shall any contract extend beyond three years. All contracts should be reviewed at no less than three year intervals and consideration given to conducting a new solicitation of consultants or a new RFP process.